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 dated 6 December 1955  
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~~dated 25 April 1955~~  
~~dated 10 June 1955~~  
dated 3 September 1954




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1. GENERAL

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 The Career Staff of the Central Intelligence Agency was established effective 1 July 1954. This regulation prescribes policies, responsibilities, and procedures with respect to the Career Staff. The size of the Career Staff will not be limited in number of members. Membership will be limited to U.S. citizen Staff Employees and Staff Agents who are eligible for consideration and are accepted for membership in accordance with the provisions of this regulation.



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Draft A 28 March 1956

THE CAREER STAFF

OF THE

CENTRAL INTELLIGENCE AGENCY

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Rescissions: (1) [redacted] dated 6 December 1955  
(2) [redacted] dated 25 April 1955

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1. GENERAL

The Career Staff of the Central Intelligence Agency was established effective 1 July 1954. This regulation prescribes policies, responsibilities, and procedures with respect to the Career Staff. Membership in the Career Staff will be limited to U. S. citizen Staff Employees and Staff Agents who are eligible for consideration and are accepted for membership in accordance with the provisions of this regulation.

2. DEFINITIONS

a. THE CAREER STAFF

A group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency.

b. TRIAL PERIOD

The first year of service in CIA, as defined in section I of [redacted]

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The application for membership in the Career staff is a formalized, written statement by the employee in which he states his desire to assume the obligations of and intention to pursue a career with the Agency. ~~Personnel who are~~  
*a Career employee*  
~~Personnel accepted for membership who~~ have the obligation to serve anywhere, ~~at any~~  
*on* time, ~~and for~~ any kind of duty as determined by the needs of CIA. ~~and they are~~

~~Full~~ consideration will be given to the particular capabilities, interests and personal circumstances *of each*

*Career Employee in carrying out this policy.*



  
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*and approved* ~~appropriate Career Service, to a Staff Employee or Staff Agent toward the required three-year provisional period after review and determination by the CIA Selection Board, in each individual case.~~

## 4. POLICY

- These* ~~a. The Career Staff of the Central Intelligence Agency will consist of personnel selected from among Staff Employees and Staff Agents. Personnel selected for membership will be afforded, within the framework of applicable laws, preferential consideration for job security and special training as well as other benefits and facilities now or hereafter provided for members of the Career Staff. Those individuals selected for membership in the Career Staff will be designated as Career Employees.~~
- b. Personnel who are accepted for membership in the Career Staff will have the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA, and they are assured that, in order to carry out this policy, full consideration will be given to their particular capabilities, interests, and personal circumstances.
- c. The selection process will encompass the evaluation and development of each Staff Employee and Staff Agent during his provisional period. In this manner, the individual's capabilities and deficiencies will be evaluated in order to determine his suitability for selection into the Career Staff. The selection process will include these stages of employee evaluation and development:
- (1) A review and determination of each individual's suitability, in accordance with  for continued Agency employment prior to the expiration of the trial period.
  - (2) The preparation of Fitness Reports, as required by 
  - (3) A review, based on the selection criteria of job performance, personal conduct, and evidence of intent to fulfill the obligations of Career Service, after the individual concerned gains eligibility for consideration by completing the provisional period. In evaluating an employee's suitability for membership in the Career Staff, it may be more difficult to determine his suitability if he has not been within the purview of CIA for a considerable period immediately prior to the time he applies for membership.
  - (4) The provision of continuing instruction and developmental guidance and assistance to each individual throughout the provisional period, in order that he may demonstrate his suitability for membership in the Career Staff or eliminate or satisfactorily resolve any deficiencies.

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- d. Consideration for selection into the Career Staff will be based upon formal application by personnel who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded by law to employees of the U. S. Government.
- e. After consideration for selection into the Career Staff, one of the following types of action will be taken for each applicant:
- (1) Acceptance in the Career Staff (Type A);
  - (2) Action deferred (Type B); or
  - (3) Acceptance into the Career Staff denied (Type C).
- f. If an individual applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection or deferment and he will be given assistance and guidance in order to correct or to eliminate the causes of his rejection or deferment so that he may have an opportunity to demonstrate his suitability for membership in the Career Staff. In such cases, the Selection Board may entertain an appeal by the individual, at his initiative, to appear before the Board or, at its discretion, an Examining Panel to reconsider the case.

## 5. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS

## a. CIA SELECTION BOARD

- (1) The CIA Selection Board ~~is established and will~~ consist of seven ~~voting members or their alternates~~ including the Director of Personnel who ~~will act as permanent Chairman~~. A quorum of the Board shall consist of four ~~present voting members or their alternates~~. The Director of Central Intelligence ~~will~~ appoint two ~~voting~~ members and two alternates each from the Offices of the Deputy Director (Plans), (Intelligence), and (Support). These appointments will be made for one fiscal year, ~~in 1956~~. Individuals appointed to the Board may be reappointed however, ~~at the expiration of their period of service~~. ~~In the event that the Director of Personnel is temporarily unable to serve as Chairman, he will designate an acting chairman from among the members or alternates to serve in his place.~~
- (2) The CIA Selection Board will be provided a Secretariat consisting of an Executive Director and such other administrative and clerical personnel as are required by the Board. ~~The Executive Director will be selected by and function under the direction of the Director of Personnel.~~

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## b. PANEL OF EXAMINERS

A Panel of Examiners is established and will consist of members of the Career Staff, GS-14 or above.

- (1) Each of the Career Services in the Agency will have generally proportional representation on the Panel based on the personnel strength of the Career Services and their anticipated workloads as of the beginning of each fiscal year, except that at least one member will be named to the Panel from each Career Service.
- (2) Members of the Panel of Examiners will be appointed by the Director of Central Intelligence. He will give due consideration to those nominated by the Heads of Career Services after the Director has received the recommendations of the CIA Selection Board.

## c. EXAMINING PANELS

Examining Panels convened pursuant to this regulation will consist of at least three examiners selected by the Executive Director. Examiners will be chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee will serve as nonvoting chairman on each Examining Panel.

## 6. RESPONSIBILITIES

## a. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for directing the selection program herein established and will ensure that the program is administered in accordance with personnel policies of the Agency. He will recommend to the Director of Central Intelligence such additional policies and procedures as he may consider necessary. The Director of Personnel is responsible for notifying employees when they complete their provisional period and thus become eligible to apply for selection into the Career Staff.

## b. CIA SELECTION BOARD

The CIA Selection Board is responsible for formulating appropriate criteria for selection into the Career Staff; discharging the responsibilities and activities assigned to it by this regulation and entertaining appeals by individuals.



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## c. EXAMINING PANELS

Subject to the direction of the CIA Selection Board, Examining Panels are responsible for performing the activities assigned to them as specified in this regulation.

## d. SUPERVISORS

- (1) Supervisors are responsible for completing Fitness Reports on employees under their immediate jurisdiction and for recommending that such employees either be retained in Agency employment or be separated from CIA before the expiration of their trial period. They are also responsible for recommending the acceptance or rejection of such employees for membership in the Career Staff when the provisional period has been completed.
- (2) Supervisors at all levels are responsible for assisting and instructing employees under their jurisdiction to eliminate any general weaknesses or specific deficiencies in performance detected during their trial period. They are also responsible for assisting employees who have completed their trial period to overcome any inadequacies that might prevent their eventual selection into the Career Staff.

## e. HEADS OF THE CAREER SERVICES

Heads of the Career Services are responsible for reviewing the recommendations of supervisors specified in paragraph 6d(1) above and then forwarding their own recommendations to the Executive Director of the CIA Selection Board for further review and action as herein described.

## 7. PROCESSING OF APPLICATIONS FOR MEMBERSHIP IN THE CAREER STAFF

- a. Upon the completion of the three-year provisional period, an individual is entitled to make application for membership (see attachment) in the Career Staff, unless formal action is pending which may lead to termination of the individual's employment. Failure to apply for membership in the Career Staff at the end of the provisional period does not invalidate the individual's right to make future application. The effective date of selection into the Career Staff will be as prescribed by the CIA Selection Board.

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- b. An official notification of an employee's eligibility to apply for membe-

ship will be forwarded by the Director of Personnel to the individual

concerned if he is not overseas at the time of eligibility.

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*A.* The application or the memorandum of reply will be submitted by the individual through official channels to the Head of the Career Service concerned. Supervisors in the channel will add their comments as appropriate.

*B.* Suitability of Staff Employees and Staff Agents for membership in the Career Staff will be determined as follows:

- (1) The Head of the Career Service concerned will review the application and obtain the comments of the appropriate Career Board or Panel if such comments are desired. He will forward the application to the Executive Director of the CIA Selection Board together with his recommendation within 90 days of the date of signature by the applicant. Upon receipt of the application, the Executive Director will ensure that eligibility requirements have been met, will assemble all available documentation pertinent to the case and will convene an Examining Panel to consider the application.
- (2) In all cases, the Examining Panel will base its recommendations to the CIA Selection Board on all pertinent information concerning the employee, which is professionally appropriate and operationally secure, including information furnished by the Office of Personnel, Office of Security, Office of Training, Medical Staff, Office of the Comptroller, the Inspector General, Inspection and Review Staff and the organizational component and Career Service having jurisdiction over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel may interview the individual and, if desired, his supervisor or other Agency employees.
- (3) If an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned or might not have been available to him when his original recommendation was made, the Executive Director of the CIA Selection Board will forward the finding of the Examining Panel to him on an EYES ONLY basis. This will enable the Head of the Career Service to reconsider his original recommendation in the light of any new information and to modify it, if he so desires. Upon receipt of his reply, the Executive Director will forward the finding and the comments of the Head of the Career Service directly to the CIA Selection Board without further review by an Examining Panel.
- (4) If the individual is overseas at the time he becomes eligible for membership in the Career Staff, and if an interview by the Examining Panel is felt necessary, the consequent decision on the acceptance of his application for membership in the Career Staff may be deferred until he is physically available in headquarters.

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- (5) The Examining Panel will recommend to the CIA Selection Board that the employee be selected into the Career Staff, that his case be deferred, or that his selection be disapproved.
- (6) The CIA Selection Board on behalf of the Director of Central Intelligence will take formal action on the recommendation of the Examining Panel.
- (7) When the finding of the CIA Selection Board is in disagreement with that of the Head of the Career Service, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within ten workdays, to the Director of Central Intelligence for final decision.
- (8) The Chairman of the CIA Selection Board will officially notify the individual of its finding by classified memorandum. The individual will acknowledge receipt on the memorandum of the action of the CIA Selection Board. It will then be forwarded through the Head of the Career Service to the Executive Director of the CIA Selection Board. The acknowledged memorandum, together with the individual's application, will then be placed in his Official Personnel Folder.

#### 8. PROCEDURE FOR HANDLING NOTIFICATION OF MEMBERSHIP IN THE CAREER STAFF

While security considerations preclude the presentation of evidence of membership in the form of a commission or certificate, it is the desire of the CIA Career Council that the actual notification to each individual employee be in a manner commensurate with the importance of the event.

##### a. PERSONS WITHIN THE CONTINENTAL UNITED STATES

- (1) Persons within the continental United States will be notified by classified memorandums personally addressed to them by the Chairman of the CIA Selection Board. The memorandums will contain provision for acknowledgement of the notification. These memorandums will be forwarded through command channels for presentation to the member concerned. It is the intent of the CIA Career Council that these notifications be presented formally by a supervisory officer at the highest practical echelon in the command channel. Group presentation is desirable where appropriate.
- (2) The memorandum of notification will be acknowledged by the person concerned and will be returned through channels to the Executive Director of the CIA Selection Board within 30 days of the date of the memorandum. When delivery to the person concerned is impossible within this time because of his unavailability, the memorandum will be returned unacknowledged with the reason for nondelivery noted.

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b. PERSONS AT OVERSEAS STATIONS

- (1) Lists of persons at overseas stations will be prepared, in pseudonym when appropriate, by the DD/P Area Division concerned or by the proper headquarters element having communication with the overseas stations, and forwarded by dispatch. These persons will be notified orally of their selection for membership in the Career Staff by the Chief of Station or other responsible official in the chain of command.
- (2) The memorandum of notification referred to in paragraph 8a will not be sent overseas for reasons of security. Those memorandums which have been prepared for personnel who are overseas will be returned promptly by the DD/P Area Division concerned or other appropriate headquarters element, to the Executive Director of the CIA Selection Board and will be kept on file in the Central Processing Branch, Office of Personnel. When the overseas returnee, who has already been notified orally, completes his "in-processing," he will have an opportunity to formally acknowledge receipt of the notification. The acknowledged memorandum of notification will then be returned to the Executive Director of the CIA Selection Board.

9. a. Career Staff membership is automatically cancelled when an individual's employment is terminated. If an individual is subsequently reemployed, he is immediately eligible to reapply *for membership*. Membership will be automatically reinstated for those persons who were separated to satisfy military obligations.

b. If an individual desires to resign from membership in the Career Staff but wishes to retain his status as a Staff Employee or Staff Agent of CIA, he will so notify the CIA Selection Board in writing through the Head of his Career Service and will state the reasons for his request. The Board will take formal action on the request for resignation from the Career Staff and will notify the member of its finding in writing.

c. Recommendations for the removal of an individual from the Career Staff must be submitted to the CIA Selection Board through the Head of the appropriate Career Service who will review the recommendation and submit his comments. No recommendation for removal will be considered by the Board until it has been reviewed by the Head of the Career Service concerned.

d. Subject only to the recommendation of disapproval by the Director of Security, the CIA Selection Board will ensure that each individual, whose removal from the Career Staff has been recommended, will be offered the opportunity of being interviewed by the Board or, at its discretion, by the Examining Panel.

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- e. Separation of an individual from the Agency will be governed by applicable Agency regulations.

C. P. CABELL  
Lieutenant General, USAF  
Acting Director of Central Intelligence

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